

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (04/01)		Working Title of Position Senior Maintenance Aide	
		Division and/or Subdivision Jackson Demonstration State Forest	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters Fort Bragg	
		Class Title of Position Maintenance Aide	
		Position Number 541-162-0996-904	
		Effective Date	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
50%	Under the direction and supervision of the Forester II (Recreation, Roads and Sustainability Program Manager), the Senior Maintenance Aide leads seasonal Maintenance Aids in performing semi-skilled maintenance work; gives instruction in the safe and proper use of tools and housekeeping supplies; inspects completed work for quality control and conformance to established standards; trains lower-level seasonal employees; assists in various maintenance tasks to ensure that recreation facilities and grounds are appropriately clean and maintained.  <b>SPECIFIC DUTIES:</b>  <b>Recreation and General Facility Maintenance:</b> Act as Lead Worker on the maintenance team to clean campground structures, camp sites, day use areas and other JDSF facilities. Clean and restock restrooms, collect and dispose of trash. Perform minor repairs to campground/day use facilities and ensure appropriate signage is maintained. May assist in the completion of maintenance/construction projects involving various trades such as painting, carpentry, plumbing and roofing. Maintain campground and day use area vegetation by using various tools including riding mower and string trimmer.		
25%	<b>Recreation Trail Maintenance:</b> Maintain recreational trails using hand tools and working alone or with conservation camp inmate crews. Trail maintenance may include trail grooming, minor vegetation removal/trimming and trail re-alignments.		
15%	<b>General Forest Management Assistance:</b> Assist other JDSF Program Managers as needed with technical tasks and work on labor intensive projects. As part of the Forest management team, participate in other management tasks in the Timber Sale Program or the Research and Demonstration Program. Keep and maintain records.		
10%	Perform as lead worker on the maintenance team by ensuring adequate tools and supplies are on hand to do the assigned work. Schedule work to maximize efficiency. Ensure work is done safely and completed properly. Communicate needs for equipment, training, or supplies to supervisor.		
Job Qualifications and/or conditions of employment:			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature		Date	
Supervisor Signature		Date	
Personnel use only		<input checked="" type="checkbox"/> Posted to Directory Initials and date:	